

TO: RI School Superintendents
RI School Chemical Hygiene Officers
RI School Facilities Managers
RI School Science Department Chairs
RI Public High Schools
RI Public High Schools Science Dept Chairs
RI Charter Schools
RI Charter Schools Chemical Hygiene Officers
RI Charter Schools Facilities Managers
RI Charter Schools Science Dept Chairs

DATE: December 14, 2004

FROM: Robert R. Vanderslice, PhD, Chief
Office of Environmental Health Risk Assessment

SUBJECT: OPPORTUNITY FOR FUNDS for Chemical Disposal
NO MATCHING FUNDS REQUIRED

The Chemical Safe Schools Committee is a public-private partnership working to reduce chemical hazards in schools. As you may know, in the Fall of 2003 new school health regulations were promulgated that require schools to dispose of hazardous chemicals by August 2005. The specific chemicals that may no longer be purchased and must be removed from schools are listed in the appendix of the *Rules and Regulations for School Health Programs*. (May be accessed at www.rules.state.ri.us/rules/)

The Chemical Safe Schools Committee includes representatives from the Departments of Health, Education, Environmental Management, and Labor and Training, as well as the State Fire Marshal's Office, Brown University, CCRI, RI Committee on Safety and Health, and private industry. This partnership group has sponsored training last spring regarding chemical hygiene plans and included resource materials for all attendees. **At this time, the Department of Health has additional available funds to offer for limited financial assistance to public high schools in the process of disposing of prohibited chemicals.**

Enclosed are two important pieces:

1. The Criteria for Proposals to access funds to assist schools in disposing of hazardous chemicals;
2. The Application Form to apply for the funds.

We look forward to working with you on this important initiative to ensure Rhode Island schools are safe and healthy places for teaching and learning. If you have questions or concerns, please contact Beverly Migliori, Supervising Environmental Scientist, RIDEM, Office of Technical and Customer Assistance at 222-4700 (x7503) or by e-mail at bmigliori1@dem.state.ri.us .

CHEMICAL SAFE SCHOOLS – NOTICE OF FUNDS AVAILABILITY

INTRODUCTION

The Rhode Island Department of Health (HEALTH), on behalf of the Rhode Island Chemical Safe Schools Committee, announces the third round of funds available (approximately \$21,000 with no matching funds required) in chemical removal services for public and charter high schools in Rhode Island. Proposals are being solicited from eligible public and charter high schools in Rhode Island in accordance with the criteria contained in this Notice. HEALTH will contract directly with the chemical removal service provider through a master price agreement. No cash awards will be provided for these or other expenses.

ELIGIBILITY

Eligibility is limited to public and charter high schools in Rhode Island. Each application shall address only one school, but districts with more than one high school may submit multiple applications. Applications must be received by HEALTH no later than 4:30 P.M. on 18 February 2005. Applications submitted by mail which are not received by 4:30 P.M. on 18 February 2005 will **not** be considered for funding.

ACTIVITIES

Activities for this program are as follows:

1. Eligible public and charter high schools shall have already developed/updated a Chemical Hygiene Plan which includes an inventory of the chemicals used for science laboratories at that high school.
2. The proposal shall include a cost estimate for disposing of all potentially surplus chemicals at the high school. The Chemical Safe Schools Committee has made arrangements with Clean Harbors (a RI licensed chemical transporter) to provide cost estimates at no charge to high schools that provide the CAS#, amount and container size for each potentially surplus chemical. Awards will be given to high schools with a commitment to removal of all potentially surplus chemicals.
3. Proposals shall provide for all removal of potentially surplus chemicals to take place when school is not in session. Proposals shall confirm that all removal of potentially surplus chemicals funded under this Notice shall be scheduled for completion no later than the February 2005 school vacation.
4. Chemical removal services funded under this Notice will be provided by Clean Harbors, through a Master Price Agreement with HEALTH. Public or charter high schools may contract with any RI licensed chemical transporter for the chemical disposal costs in excess of the funds provided under this Notice.

APPLICATION REQUIREMENTS

As a minimum, the application shall include the following:

- A completed two-page application form (see attached).
- A copy of the eligible public or charter high school's current Chemical Hygiene Plan which includes an inventory of the chemicals used for science laboratories at that high school.
- The cost estimate for complete disposal of potentially surplus chemicals.

EVALUATION OF APPLICATIONS

It is anticipated that available funding will be insufficient to provide an award for all eligible applicants. Regardless of the number of eligible applicants, an award will not be made in any case where all application requirements are not adequately addressed. Successful applicants will be those that score highest based on the following criteria:

1. **Financial support for chemical removal. (0-25 points)**

Awards will be made preferentially to schools committed to completing necessary chemical removal. Highest scores will be given to those schools able to involve private industry or other members of their Local Emergency Planning Committee (LEPC) in financing chemical removal.

2. **The quality of the Chemical Hygiene Plan. (0-20 points).**

Model or generic plans can be used as the basis of a school's Chemical Hygiene Plan, provided it is adapted for the individual school. The qualifications of the Chemical Hygiene Officer and efforts to keep the Plan current will also be used as evaluation factors.

3. **Training conducted under the Chemical Hygiene Plan for personnel working in laboratories. (0-20 points)**

4. **Letters of support from the local fire department, LEPC and others. (0-20 points)**

Letters of support will be evaluated based on the extent that the local fire department and other first responders are aware of how the school stores and uses chemicals. In school districts where there is no single municipal fire department, the letter of support should be from the fire service district that includes the physical location of the applicant high school.

5. **Policies or procedures that control the purchase of chemicals. (0-10 points)**

6. **Community need. (0-5 points)**

Higher scores will be given to those schools with a higher percentage of children receiving free or reduced-cost lunches (based on data provided by the RI Department of Education).

**APPLICATION FOR FUNDING
CHEMICAL REMOVAL SERVICES - PUBLIC & CHARTER HIGH SCHOOLS IN RI**

[Attach supplemental sheets if additional space is needed.]

Name of school: _____

Address: _____

Principal: _____

Contact for grant: _____ E-mail: _____ Phone: _____

I. CHEMICAL HYGIENE PLAN

- Date of last update or review: _____
- Qualifications of Chemical Hygiene Officer
[Attach description of education, experience and training if more room is needed.]

II. STAFF TRAINING AND AWARENESS

- How are staff made aware of the Chemical Hygiene Plan?
__ memo __ handbook __ special training __ other (explain)
- Have staff received training regarding general chemical safety within the last five years?
__ Yes __ No If Yes, attach description of course(s), attendee(s) and date(s).

III. REVIEW OF CHEMICAL PURCHASES

- Does the school have written policies/procedures specific to the purchase of chemicals?
__ Yes __ No
- Who reviews/approves chemical purchases?
Name: _____ Position: _____
- Does the review apply to:
__ art supplies __ maintenance supplies __ laboratory chemicals __ other (explain)

IV. COMMUNITY SUPPORT

- Does your local fire department have a record of:
 - ◆ Chemicals available/on-site at the high school? __ Yes __ No
 - ◆ Where they are stored? __ Yes __ No
- Letters of support have been provided by:
 - __ Local fire department
 - __ LEPC
 - __ Others with health and safety expertise in your community

Electronic copies of this form are available at www.health.ri.gov

V. FINANCIAL

- What is the total cost for chemical removal services at the high school? _____

VI. ESTIMATED COMPLETION DATE

5. Expected date(s) for chemical removal. [must be completed by the end of the February 2005 school vacation]

- Will all potentially surplus chemicals in the cost estimate be removed by this date?
___ Yes ___ No If No, attach an explanation of how and when chemical removal will be completed.

VII. ATTACHMENTS

- Required: ___ Written cost estimate for removal of potentially surplus chemicals
 ___ Chemical Hygiene Plan
- Recommended: ___ Letters of support [*Maximum of 20 points in evaluation rating*]

VIII. SIGNATURE OF AUTHORIZED REPRESENTATIVE

Signature

Title

Date

SUBMIT COMPLETED APPLICATIONS TO

Rhode Island Department of Health
Office of Environmental Health Risk Assessment - Attn: Linda Phillips
3 Capitol Hill – Room 201
Providence, RI 02908-5097

Completed applications must be received by 4:30 P.M. on 18 February 2005

*[Applications submitted by mail which are not received by 4:30 P.M. on 18 February 2005 will **not** be considered for funding.]*

Questions regarding the grant application should be directed to:

Robert R. Vanderslice, Ph.D.
Chief, Office of Environmental Health Risk Assessment
Rhode Island Department of Health
Phone: (401) 222-3424 E-mail: BobV@doh.state.ri.us

Questions regarding disposal of potentially surplus chemicals should be directed to:

Beverly Migliore, Supervising Environmental Scientist
RIDEM, Office of Technical and Customer Assistance
Phone: (401) 222-4700 x7503 E-mail: bmigliol1@dem.state.ri.us
